



Housing Act 2004

2004 CHAPTER 34

PART 7

SUPPLEMENTARY AND FINAL PROVISIONS

Documents

247 Licences and other documents in electronic form

- (1) A local housing authority may, subject to subsection (3), issue a licence to a person under Part 2 or 3 by transmitting the text of the licence to him by electronic means, provided the text—
 - (a) is received by him in legible form, and
 - (b) is capable of being used for subsequent reference.
- (2) A local housing authority may, subject to subsection (3), serve a relevant document on a person by transmitting the text of the document to him in the way mentioned in subsection (1).
- (3) The recipient, or the person on whose behalf the recipient receives the document, must have indicated to the local housing authority the recipient's willingness to receive documents transmitted in the form and manner used.
- (4) An indication for the purposes of subsection (3)—
 - (a) must be given to the local housing authority in such manner as they may require;
 - (b) may be a general indication or one that is limited to documents of a particular description;
 - (c) must state the address to be used and must be accompanied by such other information as the local housing authority require for the making of the transmission; and
 - (d) may be modified or withdrawn at any time by a notice given to the local housing authority in such manner as they may require.

Changes to legislation: *Housing Act 2004, Section 247 is up to date with all changes known to be in force on or before 12 August 2023. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes*

- (5) In this section any reference to serving includes a reference to similar expressions (such as giving or sending).
- (6) In this section—
- “document” includes anything in writing; and
 - “relevant document” means any document which a local housing authority are, by virtue of any provision of Parts 1 to 4 or this Part, under a duty to serve on any person.

Changes to legislation:

Housing Act 2004, Section 247 is up to date with all changes known to be in force on or before 12 August 2023. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations.

[View outstanding changes](#)

Changes and effects yet to be applied to the whole Act associated Parts and Chapters:

- Act savings and transitional provisions for amendments by S.I. 2022/1166 by [S.I. 2022/1172 Regulations](#)

Whole provisions yet to be inserted into this Act (including any effects on those provisions):

- s. 66(1A) inserted by [2016 c. 22 s. 125\(3\)\(a\)](#)
- s. 66(3A)(3B) inserted by [2016 c. 22 s. 125\(3\)\(c\)](#)
- s. 89(1A) inserted by [2016 c. 22 s. 125\(6\)\(a\)](#)
- s. 89(3A)(3B) inserted by [2016 c. 22 s. 125\(6\)\(c\)](#)
- s. 139(7A)(7B) inserted by [2016 c. 22 s. 127\(3\)](#)